

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Physical Security Branch, SO

DATE 31 March 1954

FROM : Chief, Records Management Branch, MIS

SUBJECT: Disposal of Communications Control Records

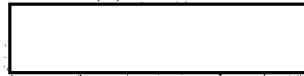
1. As an extension to the authority to destroy various communications control records, it is requested that the Security Office concur, from a security standpoint, in the destruction of the following described records maintained in the Cable Secretariat:

Form No. 35-10 - Envelope Receipt or similar forms used for the same purpose. These forms are used to record the receipt of all incoming and outgoing cables. All security classifications and all copies.

2. General Schedule No. 12, item No. 1, permits the destruction of this type material after 6 months. It is the opinion of the Cable Secretariat that these receipts are of temporary value and need not be retained beyond this retention period. This office concurs in this evaluation.

25X1

Attachment



CONCURRENCE:

(SIGNED)

31 MAR 1954

Date

Chief, Physical Security Branch, SO

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from Secord
Cable original
signed J. J. DANZI